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STANDARD FORM NO. 64

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25X1

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Director (Administration)

DATE: 5 June 1951

FROM : Advisor for Management

SUBJECT: Adjustments in the T/O's for [redacted] and Administrative Services.

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ILLEGIB [redacted]

1. The following T/O adjustments are recommended in order to approve the overall Agency Records Management Program:

a. Delete one GS-12 records management analyst from the Administrative Services T/O.

b. Add to the [redacted] one GS-12 ~~records management analyst~~. Methods Examiner (Records)

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c. In addition, add to the T/O at [redacted] one GS-5 clerk and one GS-4 tabulating machine operator. This will increase the [redacted] T/O by three positions.

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d. Add to the Administrative Services T/O six positions as follows:

Five GS-3 micro photographers ~~operators,~~ and one GS-9 ~~analyst~~ Methods Examiner (Records).

This will be a net increase of five positions for the Administrative Services T/O.

2. This office recommends that the above be approved.

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#285 6/8/51 [redacted]

Approved Classification

25X1 [redacted] 6/21/51

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Concur: [redacted]

Chief, Administrative Services

25X1 [redacted]

Concur

28 June 51

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